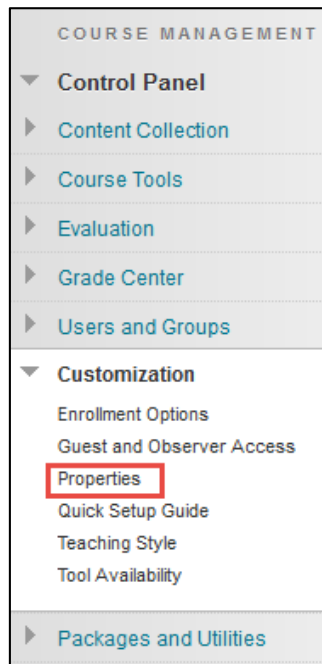


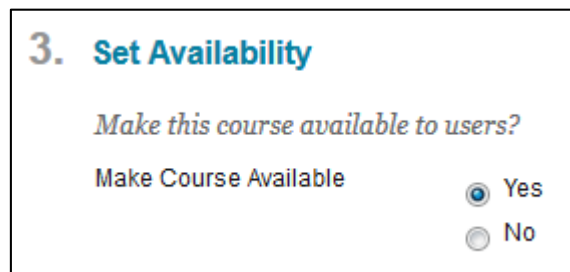
Changing Course Availability

Each semester course shells are created in the unavailable state so that faculty can post materials and design their Blackboard course prior to students having access. When ready, the course must be made available in order for it to appear in students' My Courses lists. At the end of the semester, meanwhile, you may wish to return to the unavailable state to ensure students no longer have access.

1. Log into the Blackboard system and click to enter the course whose availability you wish to update.
2. Once you are in the course, click on the **Customization** button in the Control Panel and select **Properties** from the list of options.



3. Scroll to heading (3), Set Availability, and toggle the setting to "Yes" to make the course available to students or to "No" to make it unavailable.



4. Click **Submit** when you have finalized your settings.